



Beyond Drupal Basics User Manual

Mount Holyoke College



7/29/2013

This user manual describes how to use Drupal to update your section of the Mount Holyoke College website and covers topics such as logging in, creating new webpages, and the basic information you need to use Drupal successfully.

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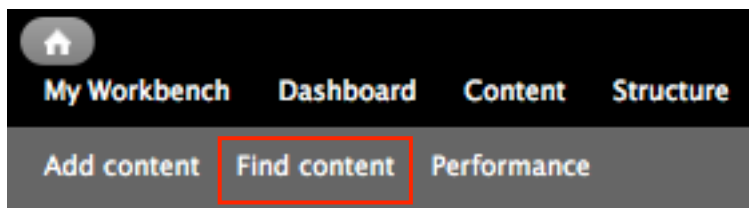
1. Find Content

You may search for a page by using one or all three of these search features: title, content type, or by section.

A. Search for Content by Title

Search by title if you know the title of the page you want to find, or if you know keywords of the title.

- 1) Select **Find Content** from the top left Drupal menu.



- 2) Type in the name of the page or a key word under **Title**; i.e., "Visiting Filmmakers" or "Filmmakers".

A screenshot of a search form. It has a label 'Title' in bold. Below the label is a text input field with the text 'Visiting Filmmakers' entered inside it.

- 3) Select **Apply** and then you will see a list of results. If there were no results, or you do not see the page you are looking for, proceed to the next step and add the content type and/or the section.

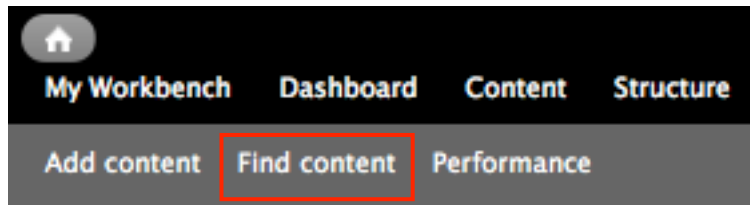
TITLE	SECTION	TYPE	PUBLISHED	AUTHOR	LAST UPDATED	ACTIONS
Visiting Filmmakers	Film Studies	Standard Page	Yes	admin	4 months 1 week ago	edit

- 4) Go directly to the text editor by selecting **Edit**, located to the far right under **Actions**. Or view the full page by selecting the page title, located on the left under **Title**.

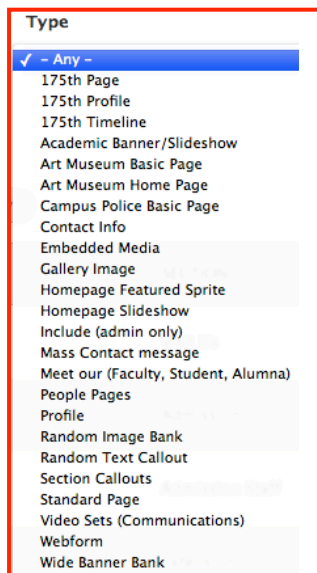
B. Search for Content by Type

Search for a page by **Content Type** if you know the content type (i.e., standard page, section callout, webform) and you want to refine your search.

- 1) Select **Find Content** from the top left Drupal menu.

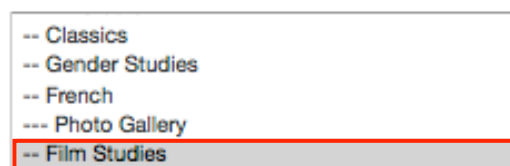


- 2) Select the content type from the pull-down menu, under **Type**.



- 3) For best results, you may want to also select a section (your section of the web).

Sections



- 4) Select **Apply** and then you will see a list of results.

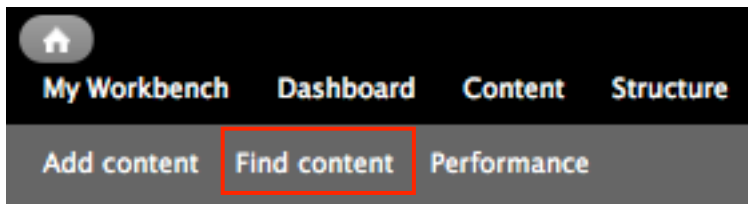
TITLE	SECTION	TYPE	PUBLISHED	AUTHOR	LAST UPDATED ▼	ACTIONS
Video Production Application	Film Studies	Webform	Yes	admin	3 weeks 22 hours ago	edit
Film Studies 310 Application	Film Studies	Webform	Yes	admin	3 weeks 22 hours ago	edit

- 5) Go directly to the text editor by selecting **Edit**, located to the far right under **Actions**. Or view the full page by selecting the page title, located on the left under **Title**.

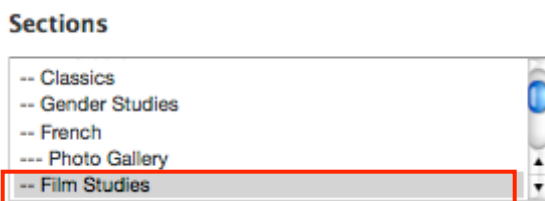
C. Search for Content by Section

Search for a page by **Section** when you don't know the name of the page. The search results will be a list of all the pages in your section of the web, which you may then sort by page title, page type, or when it was last updated.

- 1) Select **Find Content** from the top left Drupal menu.



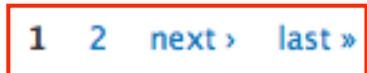
- 2) Select your website section from the pull-down menu, under **Sections**.



- 3) Select **Apply** and then you will see a list of results.

TITLE	SECTION	TYPE	PUBLISHED	AUTHOR	LAST UPDATED ▼	ACTIONS
Resources	Film Studies	Standard Page	Yes	admin	2 weeks 4 days ago	edit
Courses	Film Studies	Standard Page	Yes	admin	2 weeks 4 days ago	edit
Video Production Application	Film Studies	Webform	Yes	admin	3 weeks 22 hours ago	edit
Film Studies 310 Application	Film Studies	Webform	Yes	admin	3 weeks 22 hours ago	edit

- a) If the list of pages is long, the list will continue on additional pages. Scroll down to the bottom of the page to see the option to go to additional pages.



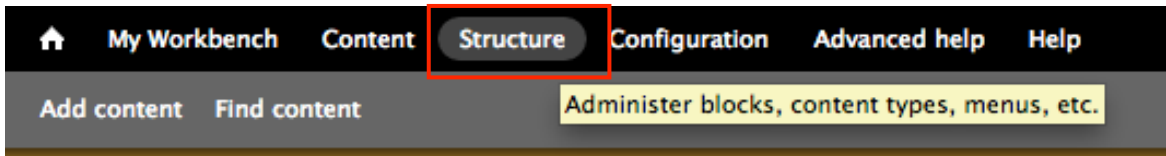
- b) You may find it useful to view the list by viewing the list alphabetically (select **Title**) or by the date it was last updated (select **Last Updated**).

TITLE	SECTION	TYPE	PUBLISHED	AUTHOR	LAST UPDATED ▼	ACTIONS
-------	---------	------	-----------	--------	----------------	---------

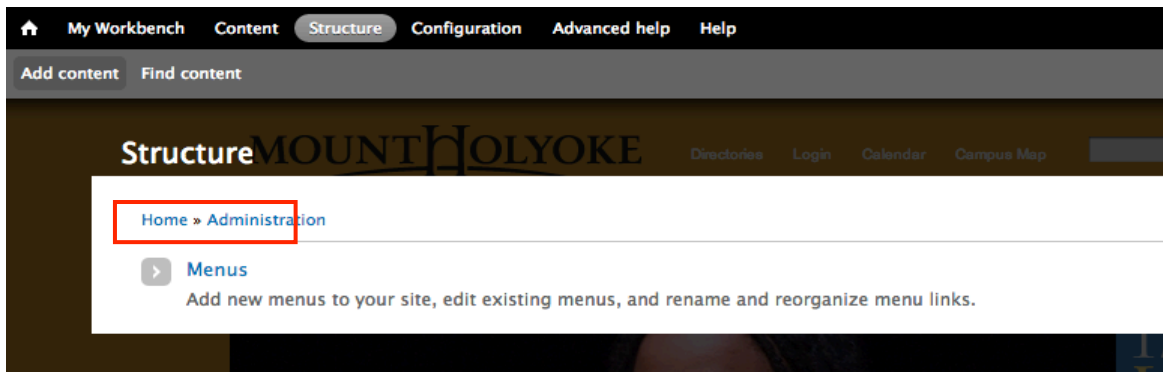
- c) Go directly to the text editor by selecting **Edit**, located to the far right under **Actions**.
- d) Or view the full page by selecting the page title, located on the left under **Title**.

2. Reorder Navigation

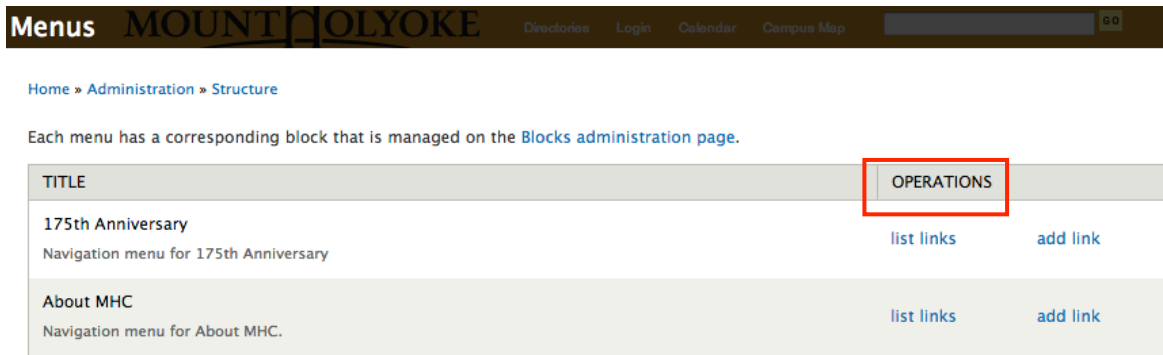
- A. To change the order of your navigation click on **Structure**.



- B. Select **Menus**.



- C. From the List, select **list links** of the page whose structure you wish to change.




D. From the list provided, locate where you want to rearrange.

MENU LINK	ENABLED	OPERATIONS
+ About	<input checked="" type="checkbox"/>	edit delete
+ Test	<input checked="" type="checkbox"/>	edit delete
+ Why a Women's College?	<input checked="" type="checkbox"/>	edit delete
+ College Experience	<input checked="" type="checkbox"/>	edit delete
+ Fast Facts	<input checked="" type="checkbox"/>	edit delete
+ History	<input checked="" type="checkbox"/>	edit delete
+ Halloween Fun	<input checked="" type="checkbox"/>	edit delete
+ The Seven Sisters	<input checked="" type="checkbox"/>	edit delete
+ Who Was Mary Lyon?	<input checked="" type="checkbox"/>	edit delete
+ A Detailed History	<input checked="" type="checkbox"/>	edit delete
+ Notable Alumnae	<input checked="" type="checkbox"/>	edit delete
+ In the News	<input checked="" type="checkbox"/>	edit delete
+ Uncommon Women	<input checked="" type="checkbox"/>	edit delete
+ The Places We Go	<input checked="" type="checkbox"/>	edit delete
+ The MHC Advantage (disabled)	<input type="checkbox"/>	edit delete

E. Place cursor over cross, hold and drag to re-order.

MENU LINK	ENABLED	OPERATIONS
+ About	<input checked="" type="checkbox"/>	edit delete
+ Test	<input checked="" type="checkbox"/>	edit delete
+ College Experience	<input checked="" type="checkbox"/>	edit delete
+ Why a Women's College?	<input checked="" type="checkbox"/>	edit delete
+ Fast Facts	<input checked="" type="checkbox"/>	edit delete

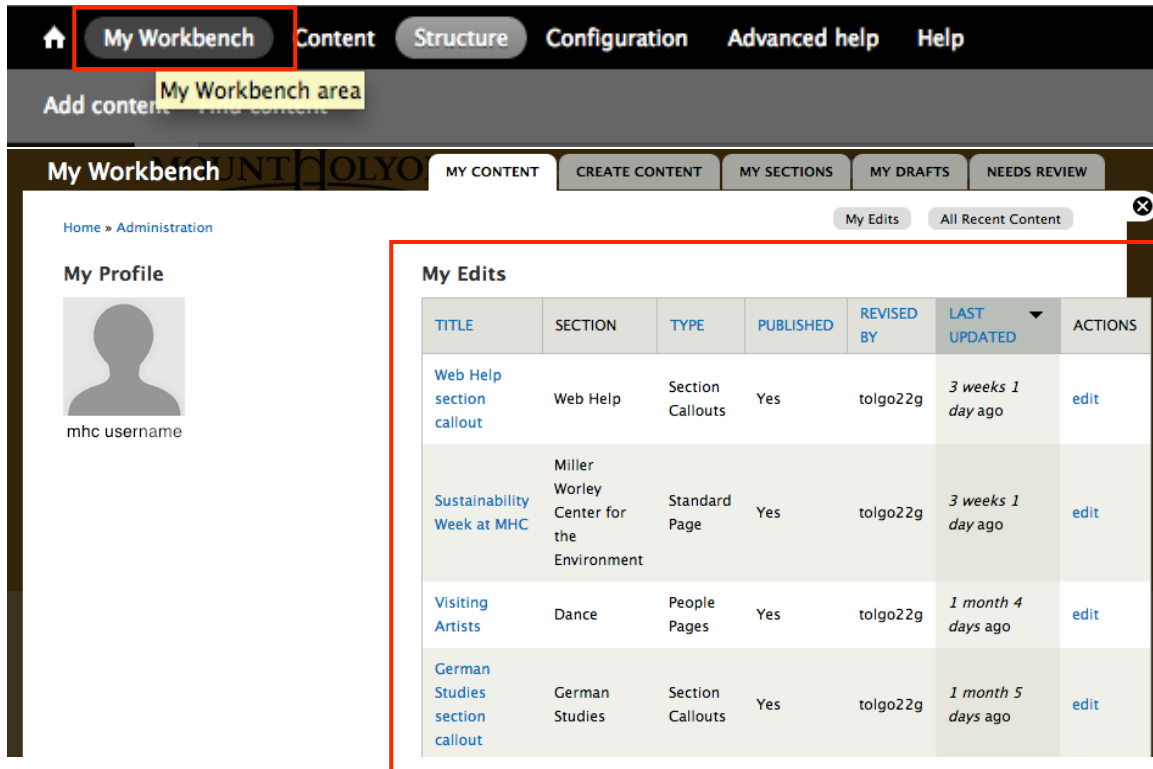
F. Save Configuration.

 * Changes made in this table will not be saved until the form is submitted.			
MENU LINK	ENABLED	OPERATIONS	
+ About	<input checked="" type="checkbox"/>	edit	delete
+ Test	<input checked="" type="checkbox"/>	edit	delete
+ College Experience*	<input checked="" type="checkbox"/>	edit	delete
+ Why a Women's College?	<input checked="" type="checkbox"/>	edit	delete
+ Fast Facts	<input checked="" type="checkbox"/>	edit	delete
+ History	<input checked="" type="checkbox"/>	edit	delete
+ Halloween Fun	<input checked="" type="checkbox"/>	edit	delete
+ The Seven Sisters	<input checked="" type="checkbox"/>	edit	delete

[Save configuration](#)


3. Workbench

My Workbench provides is a fast and easy way to get to the most recently edited pages that you worked on.



Home » Administration

My Profile


mhc username

My Edits

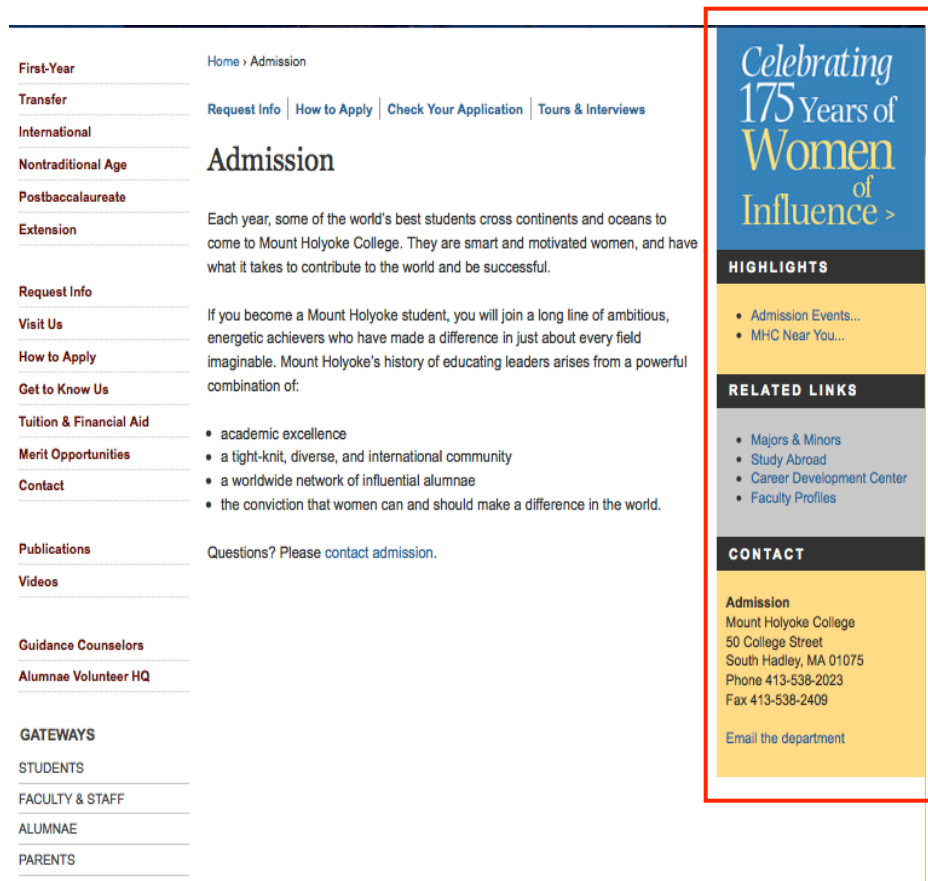
TITLE	SECTION	TYPE	PUBLISHED	REVISED BY	LAST UPDATED	ACTIONS
Web Help section callout	Web Help	Section Callouts	Yes	tolgo22g	3 weeks 1 day ago	edit
Sustainability Week at MHC	Miller Worley Center for the Environment	Standard Page	Yes	tolgo22g	3 weeks 1 day ago	edit
Visiting Artists	Dance	People Pages	Yes	tolgo22g	1 month 4 days ago	edit
German Studies section callout	German Studies	Section Callouts	Yes	tolgo22g	1 month 5 days ago	edit

4. Third Column Section Callouts

There are two types information that may be added to your third column: **Section Callouts** and **Unique Page Callouts**. **Section Callouts** will appear throughout out the whole section, so it is good for listing office hours, related links, etc. **Unique Page Callouts** only appear on the designated page, and thus is useful for including extra text, image, or links specific to the page content. These two types of callouts are edited in slightly different ways. Below we will look at them one by one.

A. Find and Edit Section Callouts

To Edit Section Callouts, items in the third column of your site:

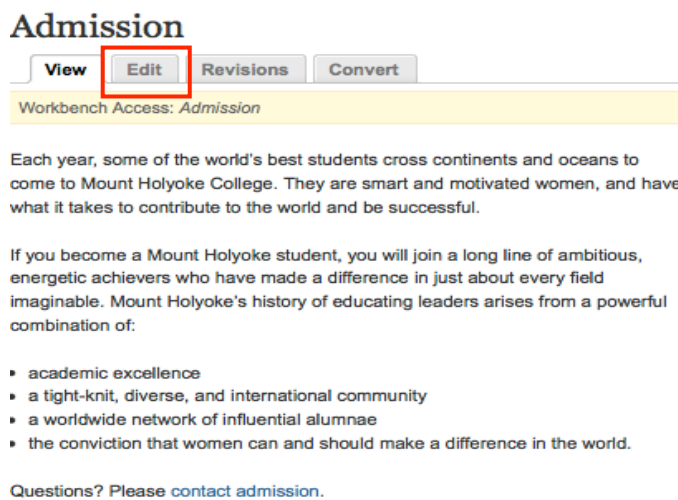


First, determine if the section of the callout you wish to change is a unique page callout.

B. Unique Page Callouts

Go to the page on which the information is in the third Column. To know if it is a unique page callout, when logged in on that page

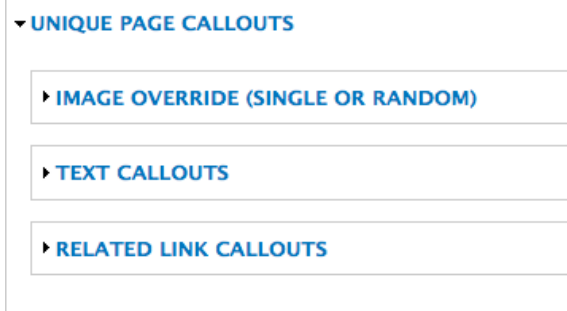
1) Click on **edit**



2) Scroll down to click on **unique page callout**



3) There are three types of content you can edit in this section: image, text and related link callout. We will discuss each in details below.



C. Image Callouts

1) Images

In the **Image Override** section, you can add/change the image on the top of the 3rd column.

a) Click on the **IMAGE OVERRIDE (SINGLE OR RANDOM)**; and you will see this:

▼ UNIQUE PAGE CALLOUTS

▼ IMAGE OVERRIDE (SINGLE OR RANDOM)

Image

No file chosen

Files must be less than 20 MB.
Allowed file types: png gif jpg jpeg.

b) Choose and upload an image as you usually do.

c) Fill in the **Alternate Text** and **Title** (optional).

▼ IMAGE OVERRIDE (SINGLE OR RANDOM)

Image



 constanze_stelzenmueller.jpg (2.02 MB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

d) You can also link the image to a certain page. Paste the link in the **URL** field.

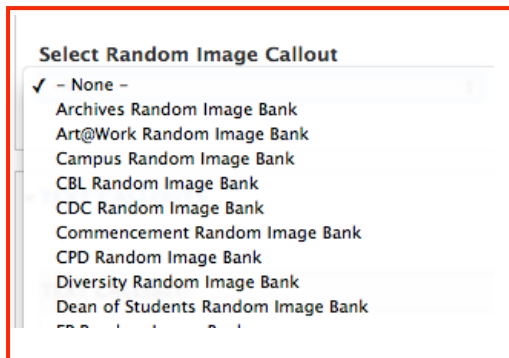
Link Image (optional)

Title

The link title is limited to 128 characters maximum.

URL


- e) If you do not have a specific image to add in column 3, but you want to have a certain group of images appear randomly, you should skip step **C**, use the **Select Random Image Callout** function instead. Choose a random image bank from the drop-down list.



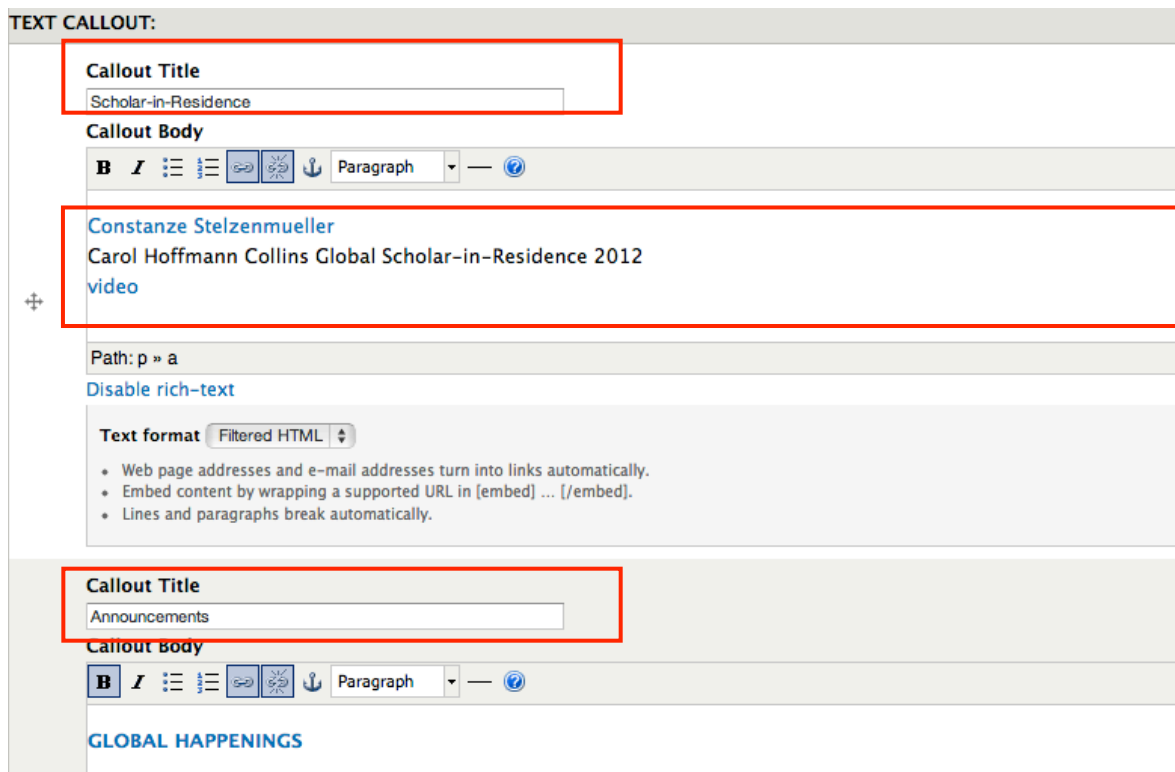
2) Text

You can use this section to add plain text that only appears in the 3rd column on this page.

a) Click on **TEXT CALLOUTS**.



b) You can edit the **Title** and **Body** of the section like what you usually do. You can have multiple Text Callouts if necessary (up to 3 total).



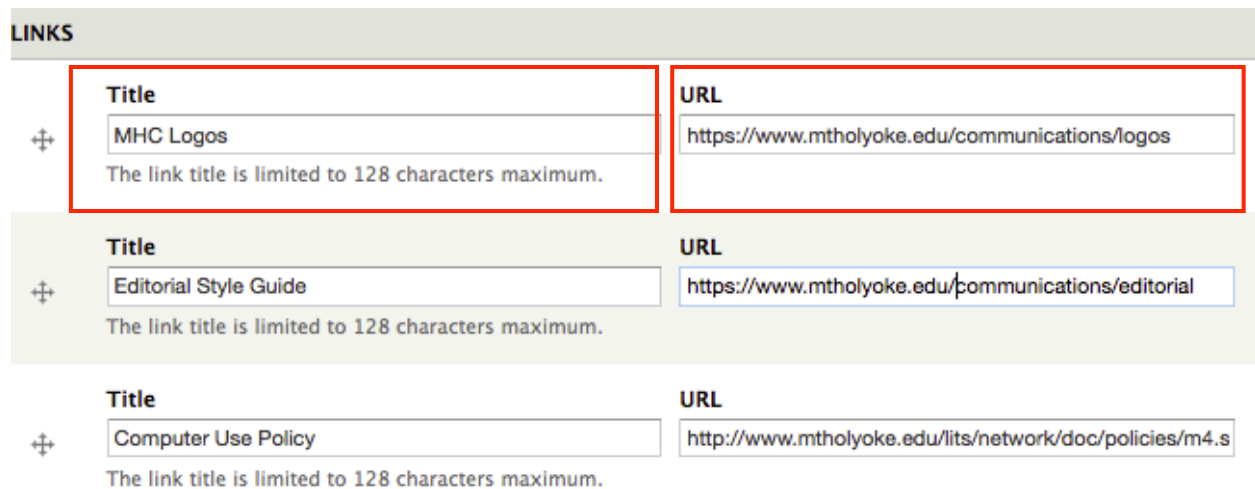
3) Related Links

You can use this section to add links that are specifically related to one page.

a) Find **RELATED LINK CALLOUTS** under **UNIQUE PAGE CALLOUTS**.



b) In the **Callout Title** field, type in “Related Links” or a specific title that you want above the list of links. In the **Title** field, type in the title you want to appear on the page. In the **URL** field, paste in the full URL/link.



c) To preview your changes, scroll down the page and select **Preview**.



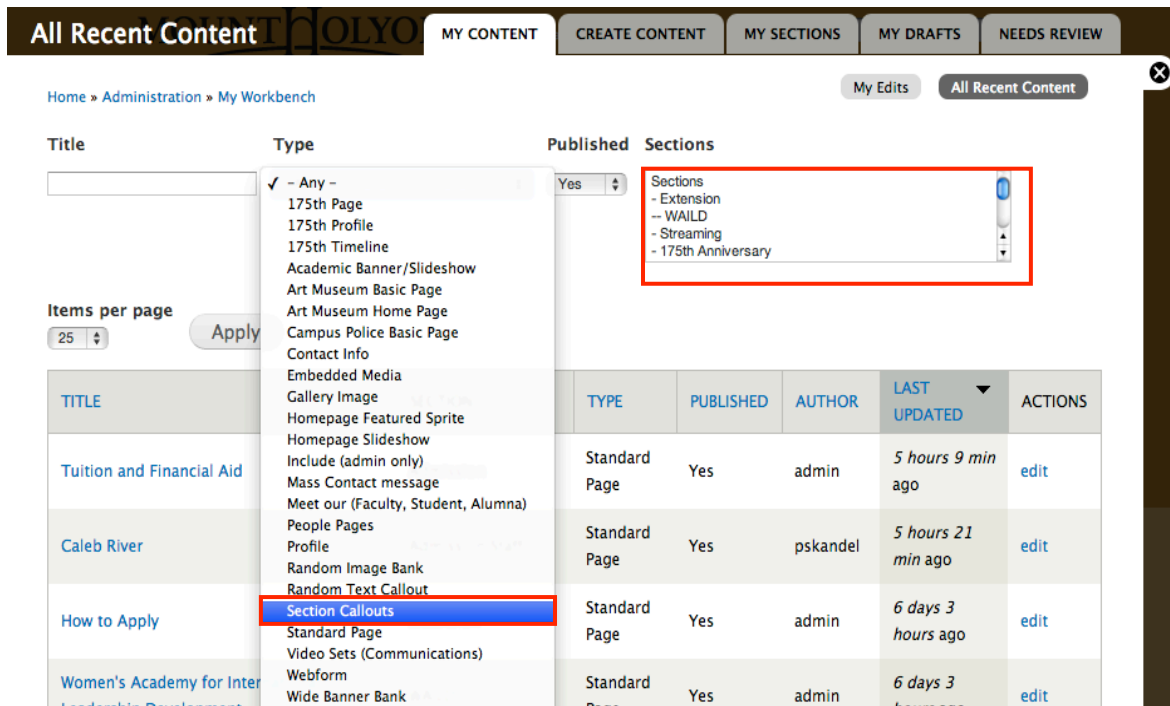
d) Once you are satisfied with your changes, scroll to the bottom of the page again and hit the **Save** button.

D. Update Content in Section Callouts

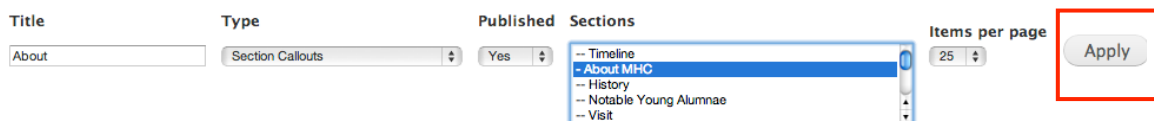
Use the Find Content tab to locate your section callouts



1) In the Type area, select **Section Callout** and from the Section area select the department.



2) Select Apply



3) A list of all the Section Callouts for that department will be provided. Search through for the one you seek to edit and click **edit**.

TITLE	SECTION	TYPE	PUBLISHED	AUTHOR	LAST UPDATED	ACTIONS
About MHC section callout	About MHC	Section Callouts	Yes	admin	1 week 6 days ago	edit
Visit section callout	Visit	Section Callouts	Yes	admin	5 months 3 weeks ago	edit
Notable Young Alumnae section callout	Notable Young Alumnae	Section Callouts	Yes	admin	6 months 2 days ago	edit
History section callout	History	Section Callouts	Yes	admin	6 months 2 days ago	edit

4) You are now ready to edit the column.

E. Edit the Section Callout

When you are logged into a site as a site editor, and opened the section callout page, you will see **editing tabs** on the section callout that you are authorized to edit.

GATEWAYS
STUDENTS
FACULTY & STAFF
ALUMNAE
PARENTS

Home > About MHC section callout

About MHC section callout

View
Edit
Revisions

Workbench Access: About MHC
Submitted by admin on Wed, 2012-04-18 17:14
Section:
About MHC
Social Media:

Add

Select the **Edit** tab at the top of the web page; the results will look similar to this:

Edit Section Callouts About MHC section callout
VIEW
EDIT
REVISIONS

Home > About MHC section callout
Workbench Access: About MHC
Title *
About MHC section callout
Section *
About MHC
Which site Sections should have this callout? This field is synchronized across all revisions.
APPLY TO ADDITIONAL SECTIONS

In this page, there are many things that you can add or edit, including:

- Hours
- Text
- Related Links

- Social Media
- Special Left Navigation
- Left Navigation Image
- Page maintainer

Some of these items are more frequently used, and will be discussed in details below.

1) Hours

In the **Hours** section, you can add/change the Office Hours for your department. For example:

Hours

Academic Year:
Monday - Friday
8:30 am - 4:00 pm

Summer:
Path: p

Disable rich-text

Text format: Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Embed content by wrapping a supported URL in [embed] ... [/embed].
- Lines and paragraphs break automatically.

[More information about text formats](#)

2) Text

You can use this section to add plain text that needs to appear throughout the whole site.

a) Scroll down to the **Text Callouts** section. You can edit the **Title** and **Body** of the section.

Notice that you can have multiple Text Callouts if you need.

TEXT CALLOUTS:

Callout Title
Our Mission

Callout Body

Mount Holyoke College reaffirms its commitment to educating a diverse residential community of women at the highest level of academic excellence and to fostering the alliance of liberal arts education with purposeful engagement in the world.

Path: p = em

Disable rich-text

Text format: Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Embed content by wrapping a supported URL in [embed] ... [/embed].
- Lines and paragraphs break automatically.

[More information about text formats](#)

Callout Title

Callout Body

b) To make the text editor window larger, **drag the bottom right edge corner**.

3) Related Links

You can use this section to add links that appear throughout the whole site.

Scroll down to the **Related Links** section. In the **Callout Title** field, put in “Related Links” or other specific names you want for the whole section. Under **Links**, you can add and edit what links to include. In the **Title** field, put in the actual text to appear on the page. In the **URL** field, put in the link.

RELATED LINKS: [Show row weight](#)

Callout Title
Related Links

LINKS: [Show row weights](#)

Title The Seven Sisters <small>The link title is limited to 128 characters maximum.</small>	URL about/history/seven_sisters
Title Mary Lyon <small>The link title is limited to 128 characters maximum.</small>	URL marylyon
Title South Hadley & the Region <small>The link title is limited to 128 characters maximum.</small>	URL about/visit/region
Title Five College Womens Studies Research Center <small>The link title is limited to 128 characters maximum.</small>	URL http://www.fivecolleges.edu/sites/fcwsrsc/

Note:

To link to a page on the MHC website, link to <https://www.mtholyoke.edu/about> - only copy and paste **/about**

If you are linking to a webpage not affiliated with MHC, paste in the full URL; i.e.:
<http://www.nytimes.com/>

4) Page Maintainer

At the bottom of the editing window, there is a place to put in the page maintainer. Under **Page Maintainer**, you should put in the actual name of your department that is going to appear on the website. Under **Contact Page Maintainer**, you should select your department from the scroll down list. This will generate a link that will lead visitors to a contact page of the corresponding department.

Page Maintainer *

Department or program name as it should be displayed in the footer of the page relative to the section of the site.

Contact Page Maintainer

This will generate a sentence at the very bottom of the actual web page like this:

AccessAbility | Copyright © 2012 Mount Holyoke College
50 College Street • South Hadley, Massachusetts 01075.
To contact the College, call 413-538-2000.

This page maintained by the Office of Communications

To preview any changes you made, scroll down the page and select **Preview**.

Save

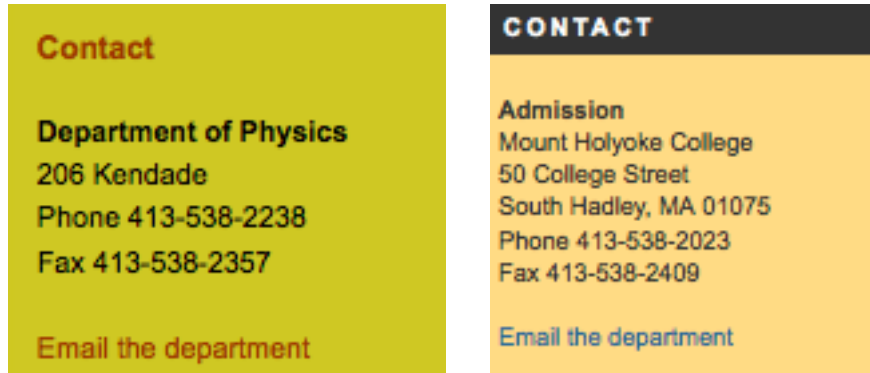
Preview

View changes

Once you are satisfied with your changes, scroll to the bottom of the page again and hit the **Save** button.

5. Update Contacts

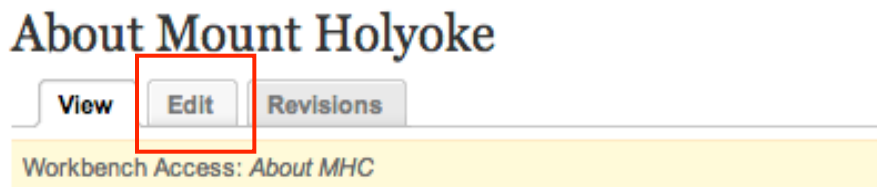
To update the contact information that appears in your third column and/or at the bottom of your webpages, email details to: webhelp@mtholyoke.edu



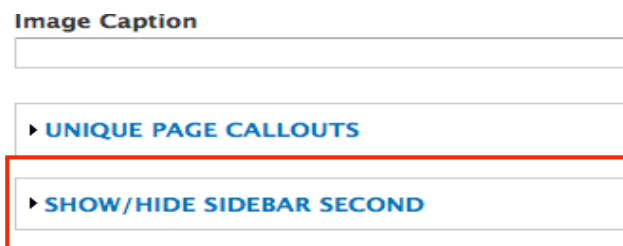
6. Hide Third Column

You are able to hide the third column for pages with web forms, images, or videos, etc. However, this option is not available for websites in the academic web design

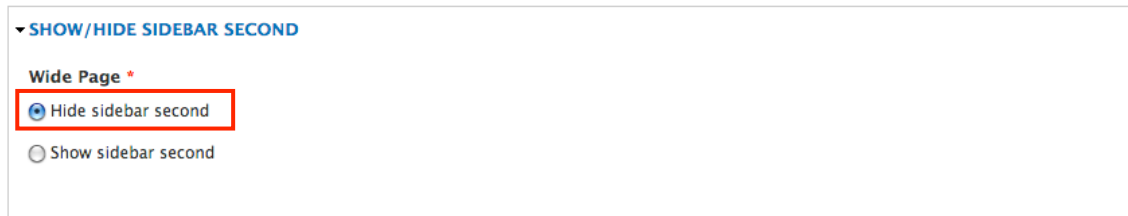
A. Click on **Edit**



B. Scroll down to **select Show/Hide Sidebar Second**



C. Select **Hide sidebar second**



▼ SHOW/HIDE SIDEBAR SECOND

Wide Page *

☒ Hide sidebar second

☐ Show sidebar second

7. Change Webpage File Names

If you change a page title, in most cases the file name (webpage address/URL) should be changed to match the new file name. Since this option is available only to Drupal administrators, you will need email the details to webhelp@mtholyoke.edu.

Here is an example of an email request for webpage file name changes:

I made some major changes to our "National Fellowships" webpages, replacing existing pages with new content and page titles. Please change the existing file names as follows:

Existing Page: Application Process

Changed to: When to Apply

Existing URL: www.mtholyoke.edu/fellowships/application

Change URL to: www.mtholyoke.edu/fellowships/apply or /when apply

Existing Page: Direct Apply Awards

Changed to: Information Sessions

Existing URL: www.mtholyoke.edu/fellowships/direct_apply

Change URL to: www.mtholyoke.edu/fellowships/sessions

Existing Page: Fellowship Resources

Changed to: Fellowships Self-Search

Existing URL: www.mtholyoke.edu/fellowships/resources

Change URL to: www.mtholyoke.edu/fellowships/selfsearch

8. Multimedia

Instructions for the creating multimedia webpages are available online:

<https://www.mtholyoke.edu/web/user-manuals>

- **Embedded Media Page** (03/20/13) - Use this content type to create a page with videos and/or photo slideshows from YouTube, Vimeo, or Flickr photo slideshows.
- **Image with Text Page** (03/19/13) - Use this content type to create a page with an unlimited set of images and text. Images will automatically resize to a maximum width and align to the left of the text.
- **Video Gallery Manual** - Use this content type to make a list of embedded videos from YouTube or Vimeo. Each video will display in a light box and should contain a brief description to the right of the text.

9. Additional Training or Assistance

For additional Drupal training: <https://www.mtholyoke.edu/web/workshops>.

For assistance with reorganization of your website, or larger projects, email the College Web Team: webhelp@mtholyoke.edu and we will schedule an appointment to meet with you.

10. Broken Link Reports

Siteimprove is the online application MHC uses to provide reports on broken links and misspellings. If you would like to receive reports of broken links and misspellings for your section of the web, email webhelp@mtholyoke.edu and request training.

11. Log Out

Log out of Drupal and quit the web browser. This is especially important in a public lab where the web browser may cache your username and password and allow others access your Drupal site.